

Cash Counting Balance Sheet

Date:
Shift Start Time:
Shift End Time:

Name:
Department:
Cash Drawer:

Denomination	Starting Totals		Closing Totals	
Coins	Quantity	Total Value	Quantity	Total Value
€ 0.01		€		€
€ 0.02		€		€
€ 0.05		€		€
€ 0.10		€		€
€ 0.20		€		€
€ 0.50		€		€
€ 1.00		€		€
€ 2.00		€		€
Total		€		€
Banknotes	Quantity	Total Value	Quantity	Total Value
€ 5		€		€
€ 10		€		€
€ 20		€		€
€ 50		€		€
€ 100		€		€
€ 200		€		€
€ 500		€		€
Total		€		€
Vouchers & Coupons	Quantity	Total Value	Quantity	Total Value
1.		€		€
2.		€		€
3.		€		€
4.		€		€
5.		€		€
Total		€		€
Total	Total Starting Value:		Total Closing Value:	

Additional Comments

Counted by:
Approved by:

Signature for approval: